

## SUNY Morrisville

### 2019 – 2020 Holiday Staffing / Office Hours

College offices are expected to be appropriately covered from 8:00 AM to 4:30 PM, Monday to Friday, unless otherwise noted. Individuals should contact their supervisor with questions regarding staffing needs for their area.

When holidays fall during periods when classes are in full session, there is an expectation that services that support or impact students directly will be at least minimally staffed. These areas include but are not limited to the Library, Student Health Center, Residential Life, Student Activities, academic support services and school offices, cleaning staff, and student support areas on the Norwich campus.

There are essential services that impact the safety of the campus that need to be at least minimally staffed at all times, even when classes are not in session. These areas include University Police, Heating Plant, and Agricultural Facilities. In addition, even when classes are not in session other staffing may be required to accommodate activities unique to specific areas.

<b>Date</b>	<b>Holiday/Other</b>	<b>Staffing Remarks</b>
Thursday, July 4, 2019	July 4th	College closed except for essential services. Regular holiday for University Police.
Monday, August 19, 2019	Regular office hours resume	Regular office hours return to 8:00 AM to 4:30 PM, Monday to Friday.
Monday, September 2, 2019	Labor Day	Classes are in session.
Monday, October 14, 2019	Columbus Day	Classes are not in session (Fall break).
Tuesday, October 15, 2019	Fall Break	Normal business day; classes are not in session.
Tuesday, November 5, 2019	Election Day	Normal business day; classes are in session. Floating holiday earned for UUP, CSEA, PEF & M/C staff. Regular holiday for University Police.
Monday, November 11, 2019	Veterans' Day	Classes are in session.
Thursday, November 28, 2019	Thanksgiving Day	College closed except for essential services.
Friday, November 29, 2019	Day after Thanksgiving	Classes are not in session. The college is closed for UUP professionals in lieu of Lincoln's Birthday. Time off is chargeable to leave accruals or leave without pay for all other employees.

<b>Date</b>	<b>Holiday/Other</b>	<b>Staffing Remarks</b>
Monday, December 16 to Tuesday, December 24, 2019	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Time off is chargeable to leave accruals or leave without pay may be requested.
Wednesday, December 25, 2019	Christmas Day	College closed except for essential services.
Thursday, December 26 to Tuesday, December 31, 2019	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Time off is chargeable to leave accruals or leave without pay may be requested.
Wednesday, January 1, 2020	New Year's Day	College closed except for essential services.
Thursday, January 2 to Friday, January 17, 2020	Change in Regular Hours	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Tuesday, January 21, 2020.
Monday, January 20, 2020	Martin Luther King Day	Classes are in not in session.
Wednesday, February 12, 2020	Lincoln's Birthday	Classes are in session; College open for normal business hours. Floating holiday for CSEA, PEF & M/C staff. Regular holiday for University Police. UUP employees received the day after Thanksgiving in lieu of this day.
Monday, February 17, 2020	Presidents' Day	Classes are in session.
Monday, March 16 to Friday, March 20, 2020	Spring Break	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume Monday, March 23, 2020.
Monday, May 18, 2020	Summer Hours begin	Regular office hours adjusted to 8:00 AM to 4:00 PM, Monday to Friday.* Normal hours resume on Monday of the week before fall classes start.
Monday, May 25, 2020	Memorial Day	College closed except for essential services.

\* When regular office hours are adjusted to 8:00 AM to 4:00 PM, employees should adjust their schedules to a one-half hour lunch period during the week. In situations where there is more than one person working, lunch breaks should be staggered to allow for continuous office coverage during the lunch period.